

United States Bankruptcy Court
Eastern District of New York
Employee Income Records/Copies
of Pay Statements

Welcome to the United States Bankruptcy Court, Eastern District of New York's lesson on Employee Income Records/Copies of Pay Statement.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

Hon. Carla E. Craig, Chief Judge

Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

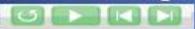
Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen,  **Table of Contents**
Or

The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the filer clicks on the “i” icon. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 
Select **START** when you are ready to begin.

START

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

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Objective

At the end of this lesson, a filer will be able to electronically file employee Income Records/Copies of Pay Statements to the Electronic Case Filing system.

CONTINUE

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

UNITED STATES BANKRUPTCY COURT
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The Employee Income Records are sometimes referred to as Pay Statements, Payment Advices or Pay Stubs. The Employee Income Records are copies of pay statements or other evidence of payment received by the Debtor from any employer within 60 days prior to the date the petition is filed. Generally, these pay statements are scanned. Prior to scanning the Employee Income Records, the filer must make sure that the Debtor's Social Security Number (SSN) or Individual Taxpayer-Identification Number (ITIN) is properly redacted. (Fed. R. Bankr.P.1007(b)).

CONTINUE

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

UNITED STATES BANKRUPTCY COURT
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If the Debtor does not have Employee Income Records or Pay Statements, the debtor must file a signed Affidavit with a brief explanation why the Pay Statement will not be filed. If completed properly the Payment Advices Cover Sheet found on our website at: <http://www.nyeb.uscourts.gov/forms/pacs.pdf> can be used as a sworn statement in place of the affidavit.

The cover sheet is primarily used to indicate that a Debtor has no pay statements, but may also be used as a cover sheet for the Debtor's pay statements.

CONTINUE

UNITED STATES BANKRUPTCY COURT
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The guided procedure demonstrates how to file the Debtor's Pay Statements as a single document with two docket entries. After the Debtor's pay statements have been successfully uploaded, the filer must repeat the same instructions to file the pay statements for the Joint Debtor.

CONTINUE

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Select Bankruptcy

**U.S. Bankruptcy Court
Eastern District of New York
Official Court Electronic Document Filing System**

PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152

From the CM/ECF Menu Bar select Bankruptcy.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Bankruptcy Events

[Answer/Response...](#)
[Appeal](#)
[Claim Actions](#)
[Creditor Maintenance...](#)
[File Claims](#)
[Motions/Applications/Presentments](#)
[Notices](#)
[Open Voluntary Case](#)
[Open an Involuntary Case](#)
Other
[Plan](#)
[Upload Proposed Order](#)
[Judge/Trustee Assignment](#)

New R3 Menu Items
[Case Upload](#)

From the **Bankruptcy Events** select **Other**.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Miscellaneous

Case Number Find This Case

Next Clear

Select Next

Type the case number and select **Next** to continue.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

1-11-40068 Robert James Thomas and Elaine Thomas

Start typing to find an event.

Available Events (click to select events)

- Section 522(q)
- Chapter 15 Service List
- Debtor's Certificate of Financial Management and/or Form 23
- Declaration of Exemption from Means Test
- Employee Income Record Cover Sheet
- Employee Income Records / Copies of Pay Statements
- Exhibit
- Exhibit D Re: Credit Counseling Requirement
- Expenses Re: Family Violence Protection Services
- Findings of Fact and Conclusions of Law
- Interrogatories
- Involuntary Answer
- Involuntary Creditor List
- Involuntary Summons Service Executed
- Involuntary Summons Service Unexecuted

Type Pay, Press Enter on Keyboard

Selected Events (click to remove events)

Next Clear

In the blank field box, type **Pay** and press **Enter** on your keyboard.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

1-11-40068-ess Robert James Thomas and Elaine Thomas

pay| Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events) Selected Events (click to remove events)

Employee Income Records / Copies of Pay Statements

Next Clear

Select Employee Income Records/Copies of Pay Statements

From the **Available Events**, select **Employee Income Records/Copies of Pay Statements**.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

CM ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

1-11-40068-ess Robert James Thomas and Elaine Thomas

Start typing to find another event. Hold down Ctrl to add additional items.

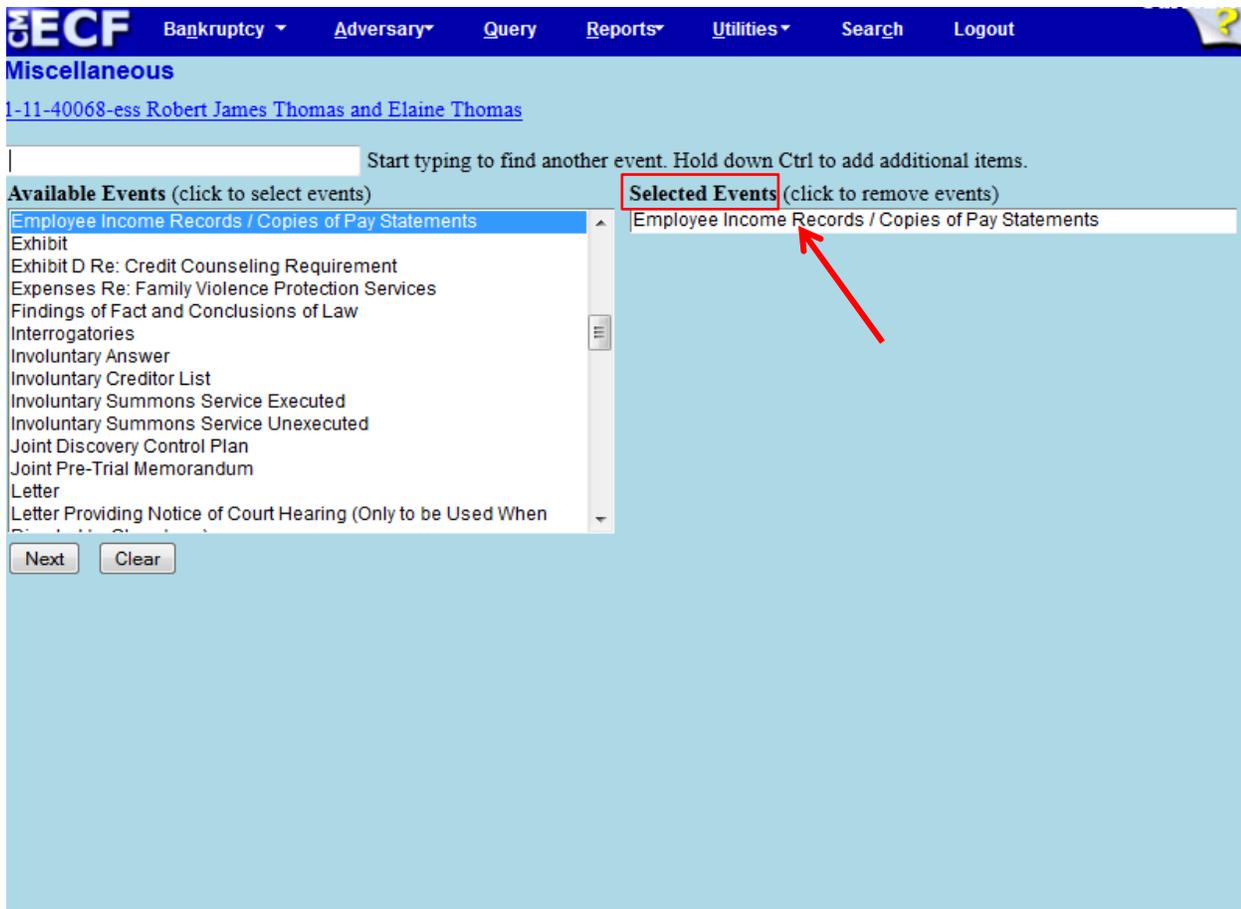
Available Events (click to select events)

- Employee Income Records / Copies of Pay Statements
- Exhibit
- Exhibit D Re: Credit Counseling Requirement
- Expenses Re: Family Violence Protection Services
- Findings of Fact and Conclusions of Law
- Interrogatories
- Involuntary Answer
- Involuntary Creditor List
- Involuntary Summons Service Executed
- Involuntary Summons Service Unexecuted
- Joint Discovery Control Plan
- Joint Pre-Trial Memorandum
- Letter
- Letter Providing Notice of Court Hearing (Only to be Used When

Selected Events (click to remove events)

- Employee Income Records / Copies of Pay Statements

Next Clear



Make sure the event in the **Selected Events** box is correct as this event will be uploaded to the ECF system. Select Next.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

MECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[1-11-40068 Robert James Thomas and Elaine Thomas](#)

Select the Party:

Thomas, Elaine [Joint Debtor] Add/Create New Party

Thomas, Robert James [Debtor]

Select Debtor

Next Clear

From **Select the Party** screen, select the Debtor for whom the Employee Income Record or Pay Statements are being filed.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[1-11-40068 Robert James Thomas and Elaine Thomas](#)

Select the Party:

Thomas, Elaine [Joint Debtor]
Thomas, Robert James [Debtor]

[Add/Create New Party](#)

Next Clear

Select Next

Select **Next** to continue.

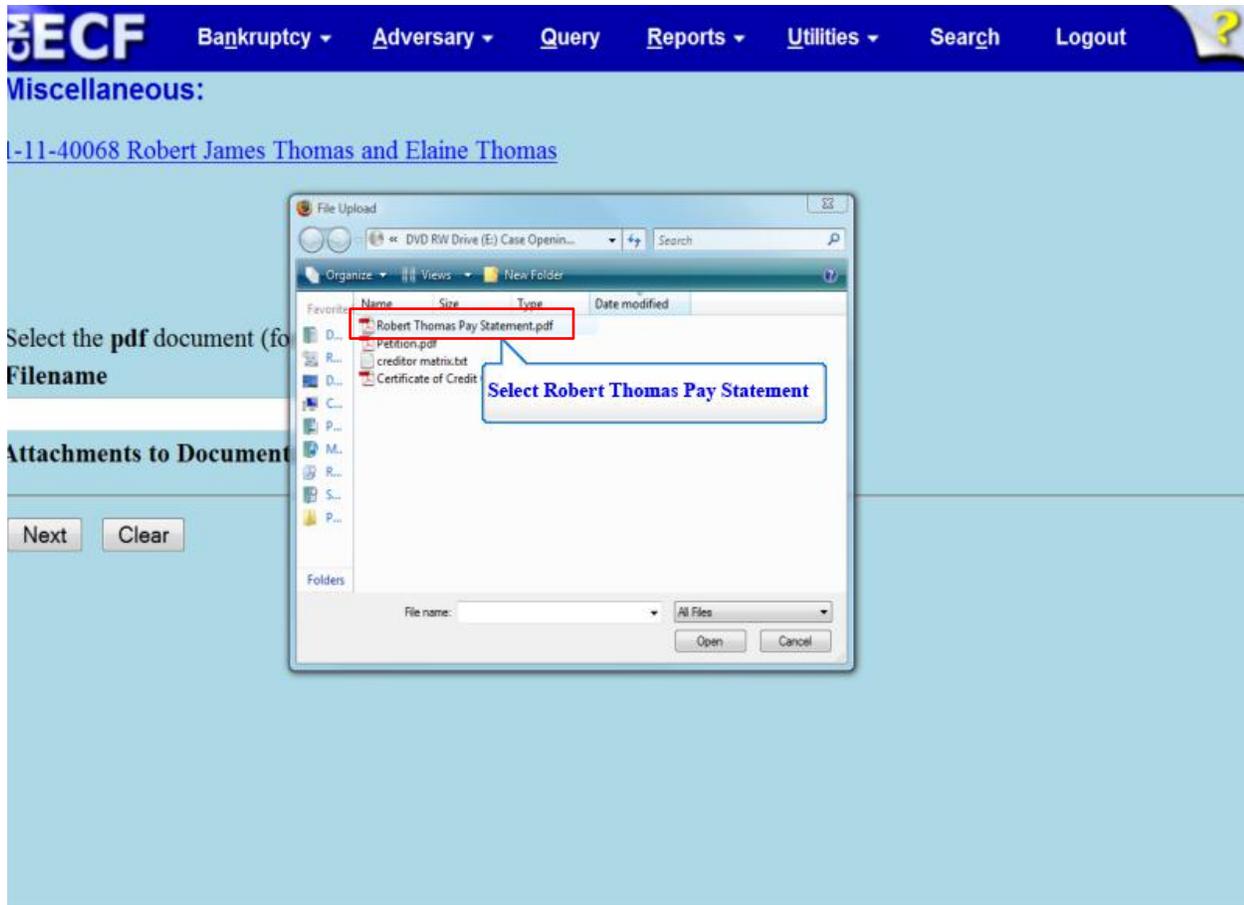
EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Miscellaneous:". Underneath, there is a link for "1-11-40068 Robert James Thomas and Elaine Thomas". The main content area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)". Below this instruction, there is a "Filename" label followed by an empty text input field and a "Browse..." button. Underneath the input field, there is a label "Attachments to Document:" followed by radio buttons for "No" and "Yes". A blue callout box with the text "Select Browse" points to the "Browse..." button. At the bottom of the form, there are two buttons: "Next" and "Clear".

TIP: Before uploading the Pay Statements, remember to redact the Social Security Number (SSN) or the Individual Tax Identification Number (ITIN) according to the Redaction Requirements.

Select **Browse** to upload the Debtor's Pay Statements.

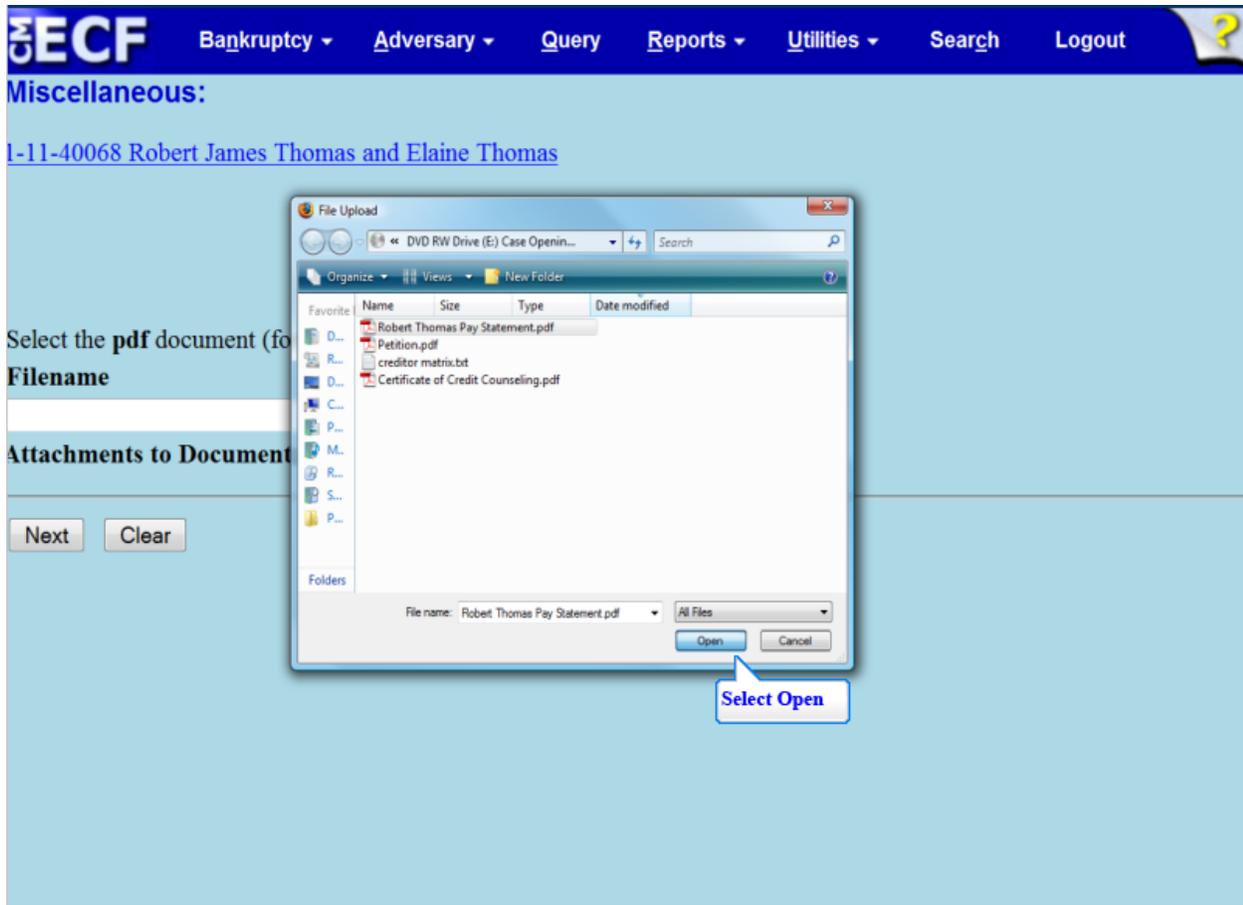
EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS



Select the Pay Statements file for the Debtor.

TIP: Right click to open and view the file that is being attached to confirm that it is the correct document being uploaded.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS



The screenshot shows the ECF (Electronic Case Filing) website interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "Miscellaneous:" is displayed, followed by a link for case "1-11-40068 Robert James Thomas and Elaine Thomas".

The main content area contains a form for uploading documents. The text "Select the pdf document (for)" is partially visible, followed by a "Filename" label and an input field. Below this is the "Attachments to Document" section, which includes "Next" and "Clear" buttons.

A "File Upload" dialog box is open over the form. The dialog box shows a file explorer view of a folder named "DVD RW Drive (E:) Case Openin...". The file list contains the following items:

Name	Size	Type	Date modified
Robert Thomas Pay Statement.pdf		PDF Document	
Petition.pdf		PDF Document	
creditor matrix.bt		Text Document	
Certificate of Credit Counseling.pdf		PDF Document	

The "File name" field at the bottom of the dialog box contains "Robert Thomas Pay Statement.pdf". The "Open" button is highlighted with a blue callout box containing the text "Select Open".

Select **Open** to upload the Employee Income Records/Copies of Pay Statements.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Miscellaneous:

[1-11-40068 Robert James Thomas and Elaine Thomas](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

E:\Robert Thomas Pay Statement.pdf

Attachments to Document: No Yes

The file name appears in the **Filename** box. Select **Next** to continue

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Miscellaneous:

[1-11-40068-ess Robert James Thomas and Elaine Thomas](#)

Docket Text: Modify as Appropriate.

Employee Income Records / Copies of Pay Statements

Filed by Evelyn Torres on behalf of Robert James Thomas
(Torres, Evelyn)

Next Clear

Select Next

The filer is given the opportunity to modify the docket text by selecting from the prefix drop down box pick list and typing additional information in the white text box. There is no need to use these boxes in this lesson.

TIP: If filing an Affidavit, filer must type in the white text box **Affidavit in lieu of** to indicate that the Debtor has no Pay Statements.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Miscellaneous:

[1-11-40068 Robert James Thomas and Elaine Thomas](#)

Docket Text: Final Text

Employee Income Records / Copies of Pay Statements Filed by Evelyn Torres on behalf of Robert James Thomas (Torres, Evelyn)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Select Next

Review the **Final Docket Text** before submitting. By selecting **Next**, the filer commits the transaction and will have no further opportunity to modify the submission.

TIP: Have you redacted? This question refers to the filer's uploaded pay statements and not the data entries. This is a final reminder to comply with the Redaction Requirements (Fed. R. Bankr. P. 9037). The Electronic Case Filing system does not redact the content of any document uploaded by the filer.

EMPLOYEE INCOME RECORDS/COPIES OF PAY STATEMENTS

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Miscellaneous:

[1-11-40068-ess Robert James Thomas and Elaine Thomas](#)

U.S. Bankruptcy Court
Eastern District of New York

[Notice of Electronic Filing](#)

The following transaction was received from Evelyn Torres entered on 2/24/2011 at 2:43 PM EST and filed on 2/24/2011

Case Name: [Robert James Thomas and Elaine Thomas](#)
Case Number: [1-11-40068-ess](#)
Document Number: [3](#)
Docket Text:

Employee Income Records/Copies of Pay Statements. Filed by Evelyn Torres on behalf of Robert James Thomas (Torres, Evelyn)

The following document(s) are associated with this transaction:
Document description: Main Document
Original filename: Pay Statement.pdf
Electronic document Stamp:
[STAMPbkecfStamp_ID=97933396 [Date=6/7/2011][File Number=122223-0]
[5c0fa19acef6a56dc32e)a51c55a2b499566f2aaa1215a4d8600f8ce5c59812144cf
8ad514b5e9e764b279807a6d409a34c3dee32b2cd48bfc19c7c5a9d16b9]]

[1-11-40068 Notice will be electronically mailed to:](#)

Evelyn Torres on behalf of Debtor Robert Thomas
Evelyn_Torres@nyeb.uscourts.gov

Gregory Messer
etorr65@yahoo.com

[1-11-40068 Notice will not be electronically mailed to:](#)

CONTINUE

The Notice of Electronic Filing is the receipt evidencing the filing of the Debtor's Employee Income Record/Copies of Pay Statements. Any filer with an ECF login and password who docket on the case receives this Notice of Electronic Filing (NEF) in his or her e-mail account. This NEF receipt alerts e-filers, who have docketed up to this point on the case, that the Debtor's Pay Statements have been filed. The Notice of Electronic Filing also indicates the date and time the Employee Income Record/Copies of Pay Statements were filed.

- **Document Number** - In the e-mail, filers must select the Document Number hyperlink to view the Pay Statements which may be printed or saved. This is referred to as the FREE LOOK. If the filer loses the free look, the filer must query the docket through PACER.
- **Docket Text** - duplicates the Final Docket Text as it appears on the docket.
- **Notice will be electronically mailed** - Identifies the parties in the case who will receive electronic notice of the filing in their e-mail account.
- **Notice will not be electronically mailed** - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

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You have completed the lesson on filing the Debtor's
Employee Income Records/Copies of Pay Statements.

To exit this module press Ctrl W on your
keyboard or click on the X on the page tab
at the top of the screen to close the current
tab.